

## 1. Purpose

ATCO requires certain information and conditions from developers and/or their engineering consultants to provide safe, efficient, cost-effective, high-quality natural gas service to urban developments.

This document is designed to ensure that all parties know their responsibilities in each situation. Developers, their engineering consultants and field superintendents should familiarize themselves with this information to avoid delays in obtaining service.

Section 3 Requirements outlines planning and installation aspects common to any type of development.

Information specific to various types of developments is categorized under their respective sections.

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## 2. Reference

**Engineering:** Questions about the engineering aspects of a project should be directed to the Calgary Region Growth Engineering Group, refer to [Section 11 ATCO Contacts](#).

**Construction:** Questions about construction should be directed to Contract Construction, refer to [Section 11 ATCO Contacts](#).

**Service Applications:** Questions about residential or commercial service applications should be directed to the Service Applications Group, refer to [Section 11 ATCO Contacts](#).

## 3. Requirements

The information and requirements in this section are common to all types of developments. For specific information on various types of developments, please refer to:

- [Section 6](#) Subdivisions
- [Section 8](#) Condominium Sites
- [Section 9](#) Mobile Home Parks

- Section 10 Commercial Sites

## 4. Engineering

### 4.1. Materials and Information

ATCO requires the following materials and information from the developer to initiate the engineering design of the project:

- tentative legal plan
- tentative cover sheets for the development including sidewalk, storm, sanitary and water
- tentative construction schedule
- digital copy of the computer base plan in:
  - Microstation (.DGN) format or
  - in AutoCAD (.DWG) format, Ver. 2010 or earlier, set in model space, not paper space.



If all required materials are not submitted, a delay in design and/or construction is likely to result.

### 4.2. Submitting Plans

If plans are being submitted to ATCO Gas Distribution for the first time, please direct them to this email [calgaryregiongasdesign@atco.com](mailto:calgaryregiongasdesign@atco.com). The Supervisor will assign the project to an ATCO gas distribution designer.

The group will advise the developer and/or the developer's consultant on which designer has been assigned to the project. All future correspondence relating to the project should be directed to the designer.

Please submit initial plans with enough lead time. The minimum design period is six (6) months but may vary on a project by project basis. The project will then be scheduled for construction. ATCO makes every effort to meet scheduling requests but cannot guarantee all timelines will be met, as schedules can vary depending on factors such as weather, site conditions and existing project workloads.

If input from other departments within ATCO, other ATCO companies or other external parties is required, this minimum design period may need to be increased. ATCO will advise the developer or consultant if the scheduling must be adjusted.

## 5. Construction

### 5.1. Preconditions

The following general preconditions apply to all developments. These preconditions must be satisfied before ATCO crews will move onto a site:

- Installation of all deep utilities and other shallow utilities must be completed. Only deep utilities must be completed for four-party joint trenching projects, as all shallow utilities (cable, electrical, telecommunications and natural gas) are installed simultaneously. The developer is responsible for ensuring that all deep and shallow utilities under the developer's control are installed on the proper line assignment and at the proper depths and will be responsible for any repairs or alterations if this condition is not met.
- A minimum separation of 2 m between deep utilities and the gas main alignment is to be maintained, and a minimum separation of 1 m between shallow utilities and the gas main alignment is to be maintained, except in joint trench installations.
- All gas main alignments are to be within 150 mm of the final grade and free of obstructions such as dirt piles or building materials.
- All water valves and manholes must be clearly marked with marker posts.
- Enough legal evidence (e.g., survey control points, pins, etc.) must be in place and accessible.
- Paving and pouring of sidewalks, curbs, and other surface improvements may precede gas main installation; however, sleeves must be provided at all road crossing locations.
- Benchmark elevations must be provided if the gas main installation is to precede curb and gutter installation.
- Driveways should not be installed before gas main installation. If a driveway must be pre-installed, a sleeve must be installed under the driveway to allow the gas main installation, following the same guidelines as for road crossing sleeves.
- A minimum separation of 1.5 m between above grade facilities such as fences, trees, power poles, etc. and the gas main alignment is preferred.

### 5.2. Sleeve Installation

If paving and/or concrete work is to be done before gas main installation, the developer must install sleeves under the pavement/concrete for future insertion of gas mains, subject to the following conditions:

- The developer obtains, installs, marks and surveys, and pays for the sleeves and their installation.
- Sleeves shall be made from a strong, durable material (i.e., type DB2 PVC Conduit).

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- The sleeve’s size, location, length and depth shall be determined in conjunction with the ATCO Distribution Design department.
- For minimum depth requirements, please contact the ATCO Distribution Design department.
- Sleeve sizes shall be determined according to [Table 1](#).

**Table 1 – Sleeve Sizes**

External Diameter of Gas Main (mm)	Internal Diameter of Sleeve (mm)
15.9	35
26.7	50
42.2	75
60.3	100
88.9	150
114.3	200
168.3	250
219.1	300
323.9	400

- ATCO will try to accommodate paving by pre-installing steel gas mains. Where this is not possible, ATCO requests that developers omit portions of the pavement/concrete to allow for open-cut installation.
- Sleeves will not be used for steel gas mains as steel pipe does not achieve adequate cathodic protection (CP) inside a sleeve.
- Joints in sleeves will not protrude into the sleeve such that they will interfere with the insertion of the pipe.
- The ends of the installed sleeves will be sealed to prevent the entry of water or other foreign materials into the pipe.
- The ends of each sleeve will be clearly marked with 100 mm square wooden posts. The above ground portion of the posts must be painted yellow to indicate that the sleeve is for a gas main.



If sleeves are not installed to the proper depth or alignment, are too small, too large, crushed or otherwise unsuitable for use, they will not be used.

The Company will notify the developer, who will be given the following three (3) options for installing a new sleeve.

1. ATCO can open cut a trench to install the gas main. The developer will be responsible for road rehabilitation costs.
2. ATCO can directionally drill the gas main at an additional cost to the developer.
3. The developer can install a new sleeve at their own cost.

If ATCO must directionally drill underneath or cut the asphalt, the developer will be invoiced at the current rates for the length of drill or cut. A cold-mix patch will be placed on the ditch, and the developer will be invoiced for this at the current rates.

The developer is responsible for the permanent repair and any associated costs.

If the developer paves the road without installing sleeves and is unable to provide sleeves, the following conditions apply:

- The developer will cut and remove the pavement/concrete, or ATCO will perform the work and will invoice the developer at the current rates.
- ATCO will compact to municipality standards across the road.
- ATCO will place a cold-mix patch on the ditch, and the developer will be invoiced at the current rates. If the developer wishes to make a permanent asphalt repair immediately, the developer must contact the appropriate ATCO Construction Supervisor to arrange for the omission of the temporary patch.
- ATCO will backfill and compact cut sidewalks to the bottom grade of the sidewalk. The developer is responsible for the permanent repair and any associated costs.
- The developer will provide direct access across a road/sidewalk where a gas main is to be installed.
- The developer also has the option of having ATCO directionally drill the gas main; the developer will be invoiced at the current rates.

### **5.3. Gas Main Installation Before Paving**

#### **5.3.1. Road Crossings**

The developer shall maintain a minimum of 0.6 m cover measured from the base of the road structure down to the top of the sleeve when the final road structure is being prepared. The final depth of the gas main shall be determined in conjunction with the ATCO Growth Engineering department.

If undercutting is necessary, proper gas main exposing practices are required as follows:

- The developer/road contractor must hand expose or hydrovac each road crossing on each side of the crossing to confirm the depth of the gas line and must arrange for an ATCO inspector to inspect the crossing location(s) and the condition of the exposed pipe before backfilling and before road construction is started.
- If undercutting is required, the developer/road contractor must also arrange for an ATCO inspector to inspect the pipe after undercutting has been completed and before backfilling.

Road crossing warning signs will be installed on both sides of the road at each gas main crossing. The developer is responsible to ensure that these signs remain intact until paving is completed.

The developer must acknowledge in writing that the above conditions will be met before shallow utility installation commences.

The developer will be responsible for all additional costs incurred by ATCO if the above conditions are not adhered to.

#### **Option 1 - Within and Parallel to the Roadway before Paving (Roadway at Sub-asphalt Level) \***

- The developer shall prepare the road base to the sub-asphalt level.
- The developer shall give ATCO a minimum of four (4) weeks' notice before the road base being completed and shall allow enough window of time (assuming weather conditions are suitable for gas main installation) from the date the road base is completed for ATCO to install the gas main within the roadway.
- If the roadway is properly prepared to the sub-asphalt level to allow for gas main installation and the gas main alignment is free of obstructions, ATCO will have the gas main installation completed within a reasonable timeframe from when the road base is completed and will pay all associated costs of installation. This includes removal and replacement of the backfill material if the original material is unsuitable for use, compaction and compaction testing (copies of compaction tests to be provided to the developer), surface gravels, membrane repair if required, and other road repairs related to the installation of the gas main.
- If the developer does not allow a timeframe that is enough for ATCO to complete the installation of the gas main before roadway paving, the developer shall assume responsibility for all associated costs to repair the roadway after the gas main installation.
- If ATCO fails to install the gas main within an appropriate timeframe through no fault of the developer, and the roadway is paved prior to gas main installation, ATCO shall assume responsibility for all associated costs to repair the roadway after gas main installation.

**Option 2 - Within and Parallel to the Roadway before Paving (Roadway at Sub-base Level) \***

- The developer shall prepare the road base to the sub-base level (before the installation of gravel).
- The developer must agree in writing to keep all equipment off the gas main during (and after) installation of gravel and to pay for the cost of an ATCO inspector to be present during the entire time that gravel is being placed over the gas main (conditional upon an ATCO Inspector being available).
- The developer shall give ATCO a minimum of four (4) weeks' notice before the sub-base being completed and shall allow a reasonable timeframe from the date the sub-base is completed for ATCO to install the gas main within the roadway (i.e., gas main installation will typically be completed within four to six (6) weeks of when the sub-base is completed).
- If the developer does not allow a timeframe that is enough for ATCO to complete the installation of the gas main before paving of the roadway, the developer shall assume responsibility for all associated costs to repair the roadway after the gas main installation.
- If ATCO fails to install the gas main within an appropriate timeframe through no fault of the developer, and the road structure is prepared before the gas main installation, ATCO shall assume responsibility for all associated costs to repair the roadway after the gas main installation.
- ATCO will provide compaction test results to the developer.
- If undercutting is required after installation of the gas mains, proper gas line exposing practices are required, and the road contractor must arrange for an ATCO inspector to inspect the pipe prior to and after undercutting and before backfilling.

**Option 3 – Within and Parallel to Roadway (Partially Paved)**

- The developer shall prepare the road base to the sub-asphalt level and then may pave the road except for where the gas line is to be located. A minimum of 0.5 m on either side of the center line of the gas line assignment must be left unpaved.
- The developer shall give ATCO a minimum of four (4) weeks' notice before the road being paved on either side of the gas line assignment and shall allow a reasonable timeframe from the date the road is paved for ATCO to install the gas main within the roadway (i.e., the gas main installation will typically be completed within four (4) to six (6) weeks of when the road is paved on either side of the gas line assignment).
- If the developer does not allow a timeframe that is enough for ATCO to complete the installation of the gas main before paving the roadway directly over the gas line assignment, the



developer shall assume responsibility for all associated costs to repair the roadway after the gas main installation.

- If ATCO fails to install the gas main within an appropriate timeframe through no fault of the developer, and the road is paved directly over the gas line assignment before the gas main installation, ATCO shall assume responsibility for all associated costs to repair the roadway after the gas main installation.

### **Additional Options**

- Additional options are available and should be determined in conjunction with the ATCO Distribution Design department. Please note both the developer and ATCO must agree upon the costs and conditions of each option before construction begins.

#### **5.3.2. Lanes**

- The developer shall maintain a minimum of 0.6 m cover over the gas mains while lanes are being constructed. The final depth of the gas main shall be determined in conjunction with the ATCO Distribution Design department.
- If undercutting is required after installation of the gas mains, proper gas line exposing practices are required. The road contractor must arrange for an ATCO Inspector to inspect the pipe before and after undercutting and before backfilling.

### **5.4. Site Not Ready**

If the developer or representative confirms that the site is ready for gas main installation, ATCO crews will mobilize, move, and commence construction. If construction cannot move forward, the developer will be contacted. ATCO crews will move off site if the problem cannot be resolved immediately. ATCO will reschedule the work, which may result in a delay of several weeks.



The developer will be invoiced for any additional costs incurred by ATCO for downtime, mobilization and/or demobilization of ATCO survey or construction crews.

### **5.5. Winter Conditions**

Due to significantly higher costs, it is ATCO's policy to minimize construction during the winter construction season. Winter conditions are generally defined as a minimum of 0.3 m of frozen ground or snow cover, which requires significant clearing.

Unless the shallow utilities are to be installed using joint trenching, gas mains will not be installed during the winter season unless there are a significant number of buildings at the framing stage or beyond.

## 5.6. Interim Heating

When buildings within a subdivision require an interim heat source before gas mains are installed, the developer may choose to use an alternate form of energy until natural gas service is available.

## 5.7. Backfill and Compaction

### 5.7.1. Frost Free Soil Conditions

In public property, ATCO backfills and compacts to municipal specifications for all shallow cuts by utility companies. Please refer to the appropriate municipality's compaction specifications.

In private property, ATCO will backfill with existing fill. If additional compaction is requested, the developer will be responsible for the associated costs.

### 5.7.2. Frozen Soil Conditions

In existing or proposed streets, lanes or easements where the municipality is responsible for maintenance, compaction is to municipal specifications.

- All winter backfill settlements must be re-compacted per municipal specifications within the specified timeline. Please refer to the appropriate municipality's specifications and timelines.
- New backfill material is imported if the excavated material is unsuitable for backfill.

## 5.8. Service Line Timing and Costs

In conventional natural gas installations, service lines to each parcel or lot are installed after the foundation for each individual dwelling/building is complete. Refer to [Section 7](#) for joint trench construction installations.

After a gas service line has been applied for, a site inspection will be completed before installation.



Only after a satisfactory site inspection will ATCO schedule the installation of a service line. Please note additional time may be required if a main extension is necessary to service a parcel or lot.

The applicant pays for service line installations within the applicant's property. Billing for the service line installation is based on the rates in effect at the time of installation.



In the Calgary region, applications can be made through Service Applications.

In the City of Calgary, Utility Line Assignment (ULA) is required for any service line within the public road right-of-way. This approval takes a minimum of four (4) weeks and can take longer depending on the number of requests the City needs to process.

Further information on service line installations, including costs, is available on the ATCO website.

## 5.9. Construction Heat

### 5.9.1. Residential

Where permitted by the municipality, construction heat is provided to all residential buildings that meet conditions, including but not limited to:

- permanent meter location is provided, or the customer will be responsible for alteration costs
- a retailer must have enrolled the site
- if inspected house piping is present at the time of installation, the meter will be connected directly to the house piping
- the builder's plumber/gas fitter is responsible for the final tie-in from the gas meter to inspected and approved house piping
- the local municipality or gas inspector may have other requirements.

The applicant should request construction heat at the time of application through Service Applications, refer to [Section 11](#) ATCO Contacts. Applicants who qualify to apply online may specify on the application that they will require construction heat.

Contact the local Customer Service group for more construction heat set up questions.

### 5.9.2. Commercial

Commercial construction heat involves larger gas supply needs over simple residential requirements. The applicant must request construction heat at the time of application through Service Applications, refer to [Section 11](#) ATCO Contacts. Service Applications may need to consult other ATCO groups, including Distribution Engineering and Customer Service.

Specific requirements, such as a concrete pad and enclosure for the gas meter, must be in place and will be inspected and approved by an ATCO representative before a service line and gas meter will be installed. Energy provider enrollment must also be in place.

It may be necessary to install a temporary service for construction heating purposes. When construction is complete, a permanent service will be installed, and any necessary alterations to the service line will be made at cost to the builder/developer.

## 5.10. Outside Calgary

All Calgary region service line requests should be directed to Service Applications, refer to [Section 11](#) ATCO Contacts.

### 5.11. Service Stubs

If for some reason the developer requires service stubs to be extended onto the lots before the individual houses are ready (i.e., to pave a lane), the developer must agree ahead of time to the stub locations.



The developer is responsible for ensuring that the house piping allows the gas meter to be installed on the same side of the lot as the service stub. If this is not the case, the abandonment of the existing service stub and reinstallation will be completed at the developer's expense.

Meter locations must be:

- outside
- approved by ATCO in the planning stages.

Locations are governed by local regulations with respect to proximity to:

- opening windows
- fresh air intakes
- electrical outlets
- water sources
- exhausts
- direct vent appliances
- other utility meters, etc.

A meter cannot be located under a:



- sundeck
- porch
- bay window
- driveways
- carports



For further information, refer to the document: [What You Should Know About Obtaining a New Residential Natural Gas Service Line.](#)

## 6. Subdivisions

ATCO installs gas mains in various subdivision developments. Each type of development is explained in further detail in subsequent sections of the guide.

- Single family (detached and semi-detached) residential dwellings in the City of Calgary.
- Multi-family (attached) residential dwellings in the City of Calgary.
- Single family (detached and semi-detached) residential dwellings outside the City of Calgary.
- Multi-family (attached) residential dwellings outside the City of Calgary.
- Commercial subdivisions both in and outside the City of Calgary.



Both joint trench and gas only installations are available for each development types.

The Shallow Utilities Joint Provisioning guidelines apply for all Underground Residential Distribution (URD) joint trench projects within the City of Calgary (including single detached, semi-detached and multi-family residential dwellings). Developer Choice guidelines apply for URD joint trench projects outside the City of Calgary. For commercial subdivisions in and outside the City, Developer Choice guidelines apply.



Feeder main extensions in and outside the City of Calgary may be required to provide gas service to new subdivisions when no existing gas mains are present.

ATCO will install mains in these developments, provided the developer:

- legally registers individual lots and public thoroughfares
- services the development with municipal sewer and water
- provides suitable rights-of-way for ATCO use, whether they are registered as public thoroughfares or utility rights-of-way.

In addition, the requirements outlined in [Section 8.1](#) Consultant Responsibilities must also be met.



As of May 1, 2015, ATCO will undertake a fixed rate approach to all developer choice joint trench construction projects (i.e., commercial sites, residential subdivisions outside the City of Calgary, etc.). ATCO will contract directly with developers who require natural gas servicing via joint trench construction rather than with the contractors who complete the work. As such, ATCO will pay the developer directly for the natural gas portion of joint trench work, and the developer will then be responsible for paying the contractors.

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### 6.1. Consultant Responsibilities

Upon submission of plans by the developer, ATCO will indicate the proposed natural gas distribution layout and one (1) copy of the preliminary design will be returned to the developer's engineering consultant.

It is the consultant's responsibility to review the preliminary design for the following:

- possible conflicts with deep utilities and other shallow utilities
  - sleeve locations
  - driveway conflicts
  - easement requirements.
- 



For URD joint trench projects within the City of Calgary, the responsibility of reviewing the preliminary design for possible conflicts with deep and other shallow utilities lies with the Enmax Power Services Corporation Project Management Consultant (as per the Shallow Utilities Joint Provisioning guidelines).

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For easement requirements, please contact the ATCO designer to whom the project was assigned.

Subdivision changes affecting the gas main design must be brought to the attention of the ATCO project designer immediately to ensure that the installation of the mains, and ultimately the gas services, is not unnecessarily delayed.

Before final plans can be issued to ATCO Construction Department, ATCO requires the following materials and information from the developer:

- Final approved set of construction drawings (coversheets and profiles).
- Tentative legal plan (final changes awaiting approval).
- Tentative utility right-of-way plan (final changes awaiting approval).
- Confirmation of the installed sleeve locations on site.

- A point plan, showing the individual legal pin markings.

In urban areas where the municipality does not obtain the rights-of-way on behalf of ATCO, copies of the relevant signed easement agreements must be executed in the name of ATCO.



Failure to submit all required materials in a timely fashion may result in delays in natural gas service.

## 7. Joint Trench Construction

Gas mains in all new residential subdivisions in the City of Calgary and many towns are installed using joint trench construction, where all shallow utilities (power, telephone, cable and ATCO) are installed in one common trench simultaneously.

This installation method, while more convenient for both the developer and the utility companies, requires extra communication and coordination for all parties involved.

For URD facilities in new single-family dwelling and multi-family dwelling subdivisions in the City of Calgary, please refer to the Shallow Utilities Joint Provisioning Guidelines found on the Enmax Power Corporation website (Enmax Corporation, 2014).



The developer's requirements remain the same as those outlined in [Section 6](#) Subdivisions, except as outlined in [Section 7.1](#) Service Stub Locations.



As of May 1, 2015, ATCO will undertake a fixed rate approach to all developer choice joint trench construction projects (i.e., commercial sites, residential subdivisions outside the City of Calgary, etc.). ATCO will contract directly with developers who require natural gas servicing via joint trench construction rather than with the contractors who complete the work. As such, ATCO will pay the developer directly for the natural gas portion of joint trench work and the developer will then be responsible for paying the contractors.

### 7.1. Service Stub Locations

In a joint trench construction situation, ATCO will extend service stubs onto each property to be served within a subdivision. Service lines will be installed in a straight line from the service box location to the meter at the house. The developer must agree in writing to the following before ATCO will install services in a subdivision:

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- Meter locations and the side of the lot on which ATCO's service stub is located will be predetermined. Refer to [Section 5.11 Service Stubs](#) for more information on meter locations.
- If the house lines are installed such that ATCO must install the service line on the opposite side of the house, the developer/builder will pay for the abandonment of the existing service stub and reinstallation of a new stub.
- The developer must inform ATCO of any change in lot configuration before the installation of service stubs.
- If a change in lot configuration results in service stubs having to be abandoned and new stubs installed, the developer will be responsible for all associated costs of abandonment and reinstallation of the stubs.
- The properties will be unobstructed in the areas where service stubs are to be installed.

For pre-serviced lots where a service stub is installed before the main:

- If a pre-service stub is damaged before connection to the main, the builder is responsible for the replacement costs.
- The builder should be aware of whether the pre-service stub is to be connected to the main from the front or rear of the lot, and dig a pre-service trench in the proper direction and be responsible for any damages or relocation costs.
- The builder is not to extend the service trench, service line or sleeves into the utility right-of-way (URW) and will be responsible for the associated costs of excavation and damages.

All the shallow utility services are installed on the same side of the house. The developer is responsible for making the homebuilders in the subdivision aware of this.

- The house must be designed so that there is room on the wall to hang all the meters and still maintain the required clearances from openings.



Refer to [What You Should Know About Obtaining a New Residential Natural Gas Service Line](#) for more information.

- The service line and other shallow utilities are installed at the sub-floor stage. The homebuilder must ensure that applications for gas service and the gas meter location are made early enough that ATCO can schedule these installations.
- The homebuilder is responsible for exposing ATCO service stubs. An ATCO crew will install service lines in the same trench as the other shallow utilities once installed. The homebuilder is responsible for the backfill of the service trench with suitable material (i.e., free of large rocks,



garbage, etc., that could damage the gas line) once all utilities have been installed. This includes the removal of refuse from the trench before backfilling.

## 8. Condominium Sites

In condominium sites, the entire gas distribution system within the property is installed, owned and operated by ATCO; the service lines are paid for by the developer/owner.

Standard condominiums are single parcels of land in which no individual lots are sold with the condominium unit and no internal roads are registered as public thoroughfares.

Bareland condominiums are developments in which lots are sold with the condominium units, but no internal roads are registered as public thoroughfares. If roads are registered as public thoroughfares, the guidelines outlined in [Section 6 Subdivisions](#) apply.

The following information applies to both Standard and Bareland condominiums:

- Natural gas pipelines within the condominium property are classified as "mains" and "service lines".
- The portions of the piping system that cross through more than one property within the development are known as "main" and are installed at no charge to the developer.



The developer must provide registered UWR for the mains.

- The lateral lines extending from the gas main to the meter sets are known as "service lines". The "customer end-of-service" extends from the edge of the right-of-way to the meter. The owner is billed for this portion of the service line at the current rates.
- A separate service application must be made for each riser.
- Maintaining marker posts is the responsibility of the developer. If marker posts have been removed, it is the developer's responsibility to expose the stub at their cost.
- Gas mains are normally installed with other shallow utilities in a joint trench.



As of June 1, 2015, for residential multi-family subdivisions within the City of Calgary, please refer to the Shallow Utilities Joint Provisioning Guidelines found on the Enmax Power Corporation website (Enmax Corporation, 2014).

### 8.1. Consultant Responsibilities

In addition to the requirements given in [Section 6.1 Consultant Responsibilities](#), the developer must provide the following information:

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- mechanical site plan
- electrical plan
- building footprints and lot lines on legal plan
- site plans indicating the location of fences, roads, sidewalks and any other aboveground permanent features
- natural gas consumption and house-line pressure requirements
- building floor and/or elevation plans indicating the desired meter location, refer to [Section 8.2 Meter Locations](#).
- correct civic addressing for each unit.

Upon submission of the plans by the developer, ATCO will design the proposed natural gas servicing layout, and a preliminary copy of the design will be sent to the developer's engineering consultant.

Please note that the service lines are not necessarily installed simultaneously as the mains. The developer is responsible for ensuring that services to the individual units are applied for separately. This can be done by contacting Service Applications, refer to [Section 11 ATCO Contacts](#). They will require a load breakdown for each unit and up-to-date civic addressing.

The developer or developer's consultant must notify ATCO in writing of any changes made to the design of the condominium site after the initial set of drawings is submitted or if any change occurs in the civic addressing or unit numbering.



Since condominiums tend to have smaller distances between underground facilities, ATCO strongly recommends the developer's consultant arrange a design meeting in the early stages of design with representatives from all shallow utilities present.

## 8.2. Meter Locations

The developer's options for metering facilities are as follows:

- individual meters grouped at a central location in each building
- individual meter located on the outside wall of each unit.

Meter locations must be:

- outside
- approved by ATCO in the planning stages.

Locations are governed by local regulations with respect to proximity to:

- opening windows

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- fresh air intakes
- electrical outlets
- water sources
- exhausts
- direct vent appliances
- other utility meters, etc.



A meter cannot be located under a sundeck, porch or bay window. Driveways and carports are also unacceptable locations.

For further information, please refer to [What You Should Know About Obtaining a New Residential Natural Gas Service Line](#).

### **8.3. Construction**

In addition to the requirements given in [Section 6 Subdivisions](#), the developer must meet each of the following conditions:

- Prior to construction, the developer must sign a form indicating the gas line alignment is within 150 mm of final grade and will be responsible for any damage to the gas lines or extra costs associated with service installation due to a change of grade after main installation.
- The developer must mark the final grade line on the buildings.
- The developer will install the house lines after the proposed meter locations have been approved on-site by an ATCO Service Representative. The house line on the outside wall must have a permanent metal tag attached indicating the unit number it serves or ATCO will not install a meter.
- The developer must mark all private underground utilities at least one day before ATCO moves on site.
- If buried shut-off valves, bent risers or pulled brackets occur after the installation of ATCO facilities, ATCO will not set the meter until the developer pays ATCO for the damages and the damage is repaired by ATCO.

## **9. Mobile Home Parks**

ATCO defines mobile home parks as single parcels of land without internal roads registered as public thoroughfares. If the road system is registered as public thoroughfares and the lots are individually registered under separate title, then the guidelines in [Section 6 Subdivision](#) apply.

Applicable to: **Gas Distribution**

- All gas lines within the mobile home park are classified as "mains" and "service lines".
- The portions of the piping system that cross through more than one property within the development are known as "main" and are installed at no cost to the developer.



The developer must provide registered URW for the mains.

- Each lot is pre-serviced with a service line and meter post. The lateral lines extending from the gas main to the meter posts are known as "service lines". The "customer end-of-service" extends from the edge of the right-of-way to the meter post. The developer is billed for this portion of the service line at the current rates. The developer must provide final grade elevations at the meter post locations.
- A flexible hose from the meter set to the mobile home is supplied and owned by ATCO and is considered part of the meter set.
- A separate service application must be made for each unit.
- Locates must be completed before installation of the meter to confirm the main and service are not located under the modular home. If an infraction is found, the meter will not be installed until the situation is corrected at the developer's cost.

### **9.1. Consultant Responsibilities**

In addition to the requirements given in this [Section 6.1 Consultant Responsibilities](#), the developer must also provide the following information:

- a site plan indicating the exact location of roads, lots, meters, sidewalks and other surface features
- electrical plan
- civic addresses for each mobile home site.

Upon submission of the plans by the developer, ATCO will design the proposed natural gas servicing layout, and a preliminary copy of the design will be sent to the developer's engineering consultant.

The developer or developer's consultant must notify ATCO in writing of any changes made to the design of the mobile home park after the initial set of drawings is submitted or if any change occurs in the civic addressing.

It is the consultant's responsibility to:

Applicable to: **Gas Distribution**

- note any section of the proposed pipeline route which requires special compaction, primarily in paved areas
- examine the proposed pipeline layout for conflicts with all other utilities.

### **9.2. Meter Locations**

Meters are located on a support post adjacent to each mobile home. Meter locations must be outside and must be approved by ATCO in the planning stages. Locations are governed by local regulations with respect to proximity to opening windows, fresh air intakes, electrical outlets, etc. In addition, a meter cannot be located under a sundeck, porch or bay window. Driveways and carports are also unacceptable locations.

For further information, please refer to [What You Should Know About Obtaining a New Residential Natural Gas Service Line](#).

### **9.3. Construction**

In addition to the requirements given in [Section 6 Subdivisions](#), the developer must also meet all the following conditions:

- Upon project completion, the site developer must sign a form indicating that the gas line alignment is within 150 mm of the final grade and will be responsible for any damage to the gas lines.
- The developer must mark all private underground utilities, such as irrigation or secondary lines, at least one (1) day before ATCO moves onto the site.
- If buried shut-off valves, bent risers or pulled brackets occur after the installation of ATCO facilities, ATCO will not set the meter until the developer pays ATCO for the damages and the damage is repaired by ATCO.

## **10. Commercial Sites**

ATCO defines a commercial site as any non-residential subdivision that is not otherwise classified in:

- [Section 6 Subdivisions](#)
- [Section 8 Condominium Site](#)
- [Section 9 Mobile Home Parks](#)

ATCO, at its discretion, may participate in joint trench construction for commercial sites. Participation will be determined on a project by project basis.

**10.1. Single Property**

The natural gas facilities installed on a single property are classified as "customer end-of-service" and are paid for by the owner/developer. Service line installation rates are available on the ATCO Website [Natural Gas Schedule Rate Poster South](#).

**10.2. Bareland Commercial Development**

Bareland commercial developments are handled in the same fashion as residential Bareland condominium projects. The mains will be installed at ATCO expense and corresponding easements may be required; service lines are paid for by the developer/owner.

**11. ATCO Contacts**

Supervisor, Contract Construction  
Blackfoot Operations Centre Phone: (403) 650-2775  
5757 Burbank Crescent SE  
Calgary, AB T2H 2Z4

**Residential & Commercial Service Applications**

Phone: (403) 254-6200 or Email: [GasApplicationsCalgary@atco.com](mailto:GasApplicationsCalgary@atco.com)  
Midnapore Operations Centre  
Midpark Blvd SE  
Calgary, AB T2X 3C8

**Distribution Growth Engineering**

Email: [calgaryregiongasdesign@atco.com](mailto:calgaryregiongasdesign@atco.com)  
ATCO Center  
5<sup>th</sup> Floor, 909 11 Avenue SW  
Calgary, AB T2R 1L8

**ATCO Operations Centers**

Crowfoot Operations Centre Phone: (403) 245-7070  
500 Crowfoot Crescent NW  
Calgary, AB T3G 2W4

Midnapore Operations Centre Phone: (403) 254-6200  
383 Midpark Blvd SE  
Calgary, AB T2X 3C8

Whitehorn Operations Centre Phone: (403) 219-8600  
3055 – 37 Avenue NE  
Calgary, AB T1Y 6A2  
ATCO Website [www.atco.com](http://www.atco.com)

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## Version Summary

- Version 4 Updated wording in Section 5.2 to make using DB2 a recommendation and not a requirement.
- Version 3  
10/21/2022 Removed Manager from contact for Construction in Section 2. Updated contact phone number for Supervisor, Contract Construction in Section 11.
- Version 2 In Section 5.8 note, additional information added in the note for Utility Line Assignment in the city of Calgary requirement. Updated Section 11 Contact details for Residential Commercial Service Applications, Distribution Group, and Crowfoot Operations Centre phone number. Document ownership changed from Manager, Distribution Engineering, Growth to Manager, Distribution Growth.

To view a markup version of recent changes, click [HERE](#).

Contact Standards for prior versions.